



City of Albuquerque

Aviation Department


Phone: (505) 244-7700 FAX: (505) 842-4278

Martin J. Chávez, Mayor

Interoffice Memorandum

May 15, 2006

To: Bruce J. Perlman, Ph.D., Chief Administrative Officer

From: John D. "Mike" Rice, Director of Aviation 

Subject: **RECOMMENDATION FOR AD HOC SELECTION EVALUATION
COMMITTEE – FINANCIAL AND OTHER CONSULTING SERVICES:
ALBUQUERQUE AIRPORT SYSTEM**

We have prepared a Request for Proposal (RFP) to select a consultant to provide financial and other consulting services for the Albuquerque Airport System including Albuquerque International Sunport and Double Eagle II Reliever Airport. I recommend the following members for the Ad Hoc Selection Evaluation Committee:

Pam White, Associate Director/Finance, Aviation Department (Chairperson)
Jim Hinde, Planning Manager, Business Development, Aviation Department
Cilia Agliodoro, Debt Manager, Treasury, Finance and Administrative Services
Jon Zaman, Policy Analyst 2, Council Services Department
Tanda Meadors, Director, Finance and Administrative Services

Suzanne Boehland, Senior Buyer, Purchasing/Aviation (Advisory)
Jack Scherer, Planning Manager, Business Development, Aviation Department (Advisory)
Cara MacNinch, Contract Manager, Aviation Department (Advisory)

APPROVED:



Bruce J. Perlman, Ph.D., Chief Administrative Officer

5/23/06
Date

Recommended:



Ed Adams, Chief Operations Officer

5-18-06
Date



City of Albuquerque

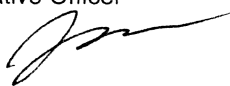
Aviation Department

Martin Chávez, Mayor

INTER-OFFICE MEMORANDUM

Date: June 9, 2006

To: Bruce J. Perlman, Ph.D. Chief Administrative Officer

From: John D. "Mike" Rice, Director, Aviation 

Subject: Recommendation of Award: RFP2006-015-SB, "Financial & Other Consulting Services: Albuquerque Airport System"

The City of Albuquerque Department of Finance and Administrative Services, Purchasing Division, issued the subject Request for Proposals (RFP) for the Aviation Department to solicit proposals from qualified vendors to provide financial and other consulting services for the Albuquerque Airport System.

The RFP was posted on the Purchasing Web Site and advertised in the local newspapers. Twenty vendors were notified of this RFP. One response was submitted for evaluation.

The ad hoc evaluation committee reviewed, evaluated and scored the responses, in accordance with the evaluation criteria published in the RFP.


The committee unanimously recommended award of contract to Leigh Fisher Associates.

Listed are the respondent's composite score, average score and fee schedule. Leigh Fisher Associates is also the incumbent for these services. The Fee Schedule submitted is on average 5% more than the current contract fee schedule.

<u>OFFEROR</u>	<u>TOTAL COMPOSITE</u> <u>SCORE</u>	<u>TOTAL AVERAGE</u> <u>SCORE</u>	<u>ESTIMATED ANNUAL AMOUNT</u>
Leigh Fisher Associates	4,759	951.8	\$ 600,000.00

I concur with the ad hoc committee's recommendation. The Department will begin contract negotiations immediately upon your approval.

Approved:



Bruce J. Perlman, Ph.D. Date
Chief Administrative Officer

Recommended:

 6-15-06

Ed Adams Date
Chief Operating Officer

Attachment: Composite Score Sheet

Original: Suzanne Boehland, Senior Buyer, Purchasing Division, DFAS
Copy: John J. Vigil, Purchasing Manager, DFAS
File: RFP2006-015-SB